

MADERA COUNTY

BUILDING CRAFTS AND MAINTENANCE SUPERVISOR

DEFINITION

Under direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing for the remodeling, maintenance, repair, and upkeep of County buildings; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for the remodeling, maintenance, repair, and upkeep of County buildings and facilities; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; ensures proper work safety standards are used and met; reviews work orders and schedules personnel and equipment to meet job requirements; assists with the design of new facilities construction projects; supervises the installation of computer and telephone wiring and all HVAC repairs; inspects work sites to evaluate progress, resolve work problems, and determine additional needs; provides assistance with the most difficult and complex remodeling, maintenance, and repair problems; assists with purchasing requisite materials and supplies for work assignments; performs remodeling, maintenance, and repair work as needed; obtains bids and prices on materials and contracted work; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; inspects County facilities and buildings to determine maintenance and repair needs; assists with budget development, preparation, and expenditure control; coordinates work assignments with other County departments, divisions, and functions.

OTHER JOB RELATED DUTIES

Monitors annual inventory of equipment, tools, and materials; installs testing and backflow devices; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, tools, and equipment used in building construction, maintenance, and repair.

Maintenance, installation, and repair of building equipment.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations.
Principles of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.

Skill to:

Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of building maintenance staff.
Assist with the development and preparation of the assigned budget and control of expenditures.
Supervise, train, and evaluate assigned staff.
Ensure proper training and maintenance of safety standards by assigned staff.
Give understandable oral and written directions.
Inspect buildings and facilities identifying maintenance and repair requirements.
Read and interpret plans and specifications.
Assist with the design and layout of major construction and contract maintenance and repair work.
Perform a wide range of the most complex building and facilities remodeling, maintenance, and repair work.
Maintain records and prepare reports.
Tactfully and courteously respond to complaints and information requests.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible work experience in the construction, maintenance, and repair of buildings including one year of lead or supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the construction, maintenance, and repair of buildings.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995